

**CITY OF WICHITA, KANSAS  
RETIREMENT SYSTEM**

**REQUEST FOR RETIREMENT ESTIMATE**

Date Submitted:

Name:

SS #:

Interdepartmental Mailing Address/Phone #:

Home Mailing Address/Phone #:

PLAN (check one)    WER            1            2            3            P&F            A            B            C

Date of Birth:

Employment Date:

The Retirement System needs to know whether you plan on extending your vacation to achieve maximum service credit or whether you would prefer to take your vacation in a lump sum payment (check one):

Extend Vacation for Service Credit  
Lump Sum Vacation

If you extend your vacation, you can choose your effective retirement date and we will tell you when your last day of work is OR you can tell us your desired last day of work and we will advise you of your effective retirement date. (Note: If you retire after the 17th of the month, service credit is granted for the full month.)

Date you would like to retire:

Last day you plan on working:

SIGNATURE: \_\_\_\_\_

**ACTUAL RETIREMENT:** Request an estimate of your pension benefits sixty to ninety days prior to your retirement date. Make an appointment (268-4549) to review retirement options at least three weeks to one month prior to your retirement date. This appointment will last about thirty minutes to an hour.

*The Pension Management Office requires 45 days processing time from the date of application to the first pension check.*

Pension Management will provide you with a written response within 30 days of receiving this request.

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Return this form to:

Pension Management  
Mail Stop 1-125  
455 N Main, 12th Floor  
Wichita, KS 67202  
(316) 268-4549